

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF PUERTO RICO

Human Resources Office
300 Recinto Sur Suite 109
San Juan, Puerto Rico 00901



Vacancy Number: FY 09-02

Position Title: Case Manager II (More than one position may be filled).

Position Type: Full Time Permanent

Grade and Salary: CL 25-26 (\$32,741 to \$58,631) plus 14% of COLA

Closing Date: Monday, May 18, 2009 at 4:00 PM

Location: San Juan or Ponce, Puerto Rico

Job Summary: Case managers perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. Case managers II are fully proficient at managing the progression of cases from opening to final disposition. They assist with the management of court calendars, attending court proceedings, recording minutes and drafting judgments. Docketing responsibilities includes assisting in the maintenance of official case events summary and monitoring incoming documents for conformity with federal and local rules.

Minimum Requirements: **Must be fully bilingual (English and Spanish).** A Bachelor's Degree from an accredited college or university is desirable. Three (3) years of progressively responsible legal administrative work experience, requiring the regular and recurring application of clerical procedures involving the routine use of specialized terminology, keyboard skills, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Extremely fast-paced position requires incumbent to present a professional demeanor at all times, be extremely detail-oriented, and possess strong organizational and communication skills. CM/ECF experience is highly desirable, but not required. Experience with WordPerfect and Adobe Acrobat helpful.

Benefits: Employees appointed under excepted appointments are eligible for health and life insurance coverage, leave, retirement benefits, participation in the TSP, and the judiciary's supplemental benefits.

Information for Applicants: Employees of the judiciary are at-will employees. Applicants must be citizens of the United States of America or be eligible to work in the United States. The selected candidate will be subject to fingerprinting and background check as a condition of employment. Retention depends upon a favorable suitability determination. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay.

Only applicants who are interviewed in person will receive a written response regarding their application status. False statements or omissions of information on any application materials may be ground for non-selection. In the event that a position becomes vacant within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position. Selectees will be subject to a six months trial period. The Court is not authorized to reimburse travel expenses for interviews or relocation.

How to Apply: For consideration applicants must submit a cover letter, resume, and application (form AO 78 available at <http://www.uscourts.gov/forms/AO078.pdf>) no later than 4:00 PM on Monday, May 18, 2009 to the address at the top of this page. E-mail documents and faxes will not be accepted. Candidates shall indicate their location preference. Final decision on duty stations assignments is the discretion of the Clerk of the Court.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.